



COBB COUNTY COMMUNITY DEVELOPMENT AGENCY

Code Enforcement Division
1150 Powder Springs St, Ste 400
Marietta, Georgia 30064
(770) 528-2180 fax (770) 528-2092

Al Wiggins
Division Manager

SIGN APPLICATION REQUIREMENTS (please print or type on application)

1. Applicant must complete application.
2. BUILDING/WALL Sign Application must include:
 - a) Two (2) copies of colored dimensional drawings of proposed signage and a photo and/or drawing of existing wall indicating the location of said sign on building/wall (Colored drawings must show actual colors used on signage)
One (1) additional copy of each of the above reduced to an 8 ½" x 11".
3. FREESTANDING Sign Application must include:
 - a) Two (2) copies of site plan drawn by an Engineer/Surveyor with accompanying seals, indicating location of proposed sign, right-of-way, and lot size
 - b) Two (2) foundation plans
 - c) Two (2) copies of colored dimensional drawings of proposed signage (Colored drawings must show actual colors used on signage)
One (1) additional copy of each of the above reduced to an 8 ½"x11".
4. Freestanding Sign/s with ELECTRONIC MESSAGING must comply with current sign code as attached.
5. All sign permit applications must include a letter of authorization from the property or sign owner stating permission is granted to said sign company to install said sign on their property.
6. An active Code Compliance Bond in the amount of \$10,000 must be on file with Cobb County.
7. Applicant is required to go to the Cobb County Zoning Division located at 1150 Powder Springs St, Ste 400, Marietta GA 30064, with said completed application, for a sign off in regards to the zoning classification and any stipulations. Code Enforcement will not accept any sign applications without the sign off of the Zoning Division staff.

COBB COUNTY APPLICATION FOR SIGN PERMIT

(please print or type)

Name of Business Appearing on Sign:					
Address:					
District:	Land Lot:	Parcel:	Zoning:		
Any sign stipulations associated with this property? Yes _____ No _____					
Zoning Staff:		Date:			
ERECTING SIGN COMPANY'S Name:					
Address:					
Phone:	Business License #:		Cobb#:		
SIGN OWNER'S Name:			Phone:		
Address:					
PROPERTY OWNER'S Name:			Phone:		
Address:					
Total Sign Verbiage Area / Overall Sign Structure (Verbiage Area Included)					
Freestanding (sq. ft.): (1)	/	Height of Sign (ft.): (1)	Cost of Sign: (1)		
(2)	/	(2)	(2)		
Electronic Messaging Portion (sq. ft.) _____ Must provide certification of brightness w/in 30 days of erected sign.					
24 Hour Emergency Contact is required by code. Name: _____ Phone: _____					
Lot size (acres):		Road Frontage			
Building Sign (s) sq. ft.: (1)	(2)	(3)	(4)	(5)	
Linear feet of Wall: (1)	(2)	(3)	(4)	(5)	
Cost of Sign (s)	\$	\$	\$	\$	\$
Materials:	Metal:	Neon:	Wood:	Plastic:	Other:
Canopy Sign (s) sq. ft. : (1)	(2)	(3)	(4)	(5)	
Cost of Sign (s):	\$	\$	\$	\$	\$
Linear feet of Wall: (1)	(2)	(3)	(4)	(5)	
Electrical Sign?	Yes	No	U.L.#		
Owner and/or agent agree that he, she, or they will comply with all requirements of the Cobb County Sign Ordinance currently in effect. Owner and/or agent affirm the above signage complies with all Zoning/Variance Stipulations assigned to the above property. Freestanding signs will be located _____ feet from the centerline or any road or street or one foot off the right-of-way whichever is greater. Residential entrance signs will be located one (1) foot from the right-of-way, and will not block the view of a residence, commercial, or industrial building. It is further agreed that the sign will not block the view of any existing legally erected sign or street intersection, and will be located on private property.					
Permit Issue Date:			Permit Fee: \$		
Signed: _____			Approved: _____		
Owner/Agent			Code Enforcement		